

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Storm Water Quality Coordinator	<u>Revision Date:</u>	03/17
			<u>EEO Category:</u>	Technician
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30570

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Chief Engineer, administers and assists with implementation of elements of the City's Storm Water Management Program (SWMP). Performs various duties and functions relating to the City's SWMP including communications, intergovernmental relations, public education, completing inspections of and tracking inspections performed by owners of private storm drain systems, tracing and eliminating illicit discharges, collecting and managing storm water system data, and verifying storm water system maintenance documentation. Responsibilities include prioritizing and organizing own work, technical writing, field work, and public interaction.

III. Essential Duties:

- Manage, implement, document, and prepare reports as specified in the SWMP relating to Public Education and Outreach/Involvement, Illicit Discharge Detection and Elimination (IDDE), Post-Construction Storm Water Management, and Pollution Prevention and Good Housekeeping for Municipal Operations.
- Represent Sandy City, in coordination with the Storm Water Program Manager, at the Utah Storm Water Advisory Committee (USWAC), Salt Lake County Storm Water Coalition, Salt Lake County Task Force, and at other regulatory groups.
- Attend appropriate staff and public meetings on storm water related issues.
- Assist in developing educational programs on storm water related issues and make presentations to various groups. Assist with the development of public information handouts and displays related to storm water.
- Coordinate and promote SWMP volunteer efforts.
- Track annual inspections and maintenance performed by private property owners of private storm water controls and systems. Coordinate efforts for, participate in, and track City-performed inspections of private property storm water controls and system.
- Coordinate with City departments regarding Storm Water Maintenance Plan of city-owned or operated facilities.
- Monitor industrial, commercial, and residential compliance with federal, state, and municipal storm water regulations. Monitor industries storm water discharges, and advises their manager/operators on proper procedure.
- Assist in researching, tracing, detecting, enforcing, and verifying clean-up of illicit discharges.
- Review Post-Construction Storm Water Maintenance Plans.
- Complete permit renewal and interact with the State DEQ on changes to the permit. Participate in storm water audits conducted by the State and EPA.
- Verify mapping of existing public storm water system infrastructure, collect additional data needed, and coordinate with Public Utilities GIS Coordinator to input data into GIS system.
- Assist in collecting storm water samples. May be required to sample appropriate storms at the time of the event, frequently occurring outside of scheduled work hours and during the night.
- Coordinate with maintenance operations personnel to verify documentation for storm water system maintenance is being recorded and managed properly.

IV. Marginal Duties:

- Interact with various public agencies.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a two-year associate's degree from an accredited college or university in Environmental Science, Business Administration, or related field. Or an equivalent combination of education and closely related work experience can be substituted on a year-for-year basis (must be equivalent to two years).

Experience: Four years of closely related experience in the operations, maintenance and construction of storm water and drainage systems, including progressively increasing responsibilities and supervision. May substitute any equivalent combination of education or experience.

Certificates/Licenses: Valid Utah driver's license. Must obtain Certified Inspector of Sediment and Erosion Control (CISEC) and Registered Storm Water Inspector (RSI) certifications within one year of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of operation, maintenance and construction of storm drainage systems, including but not limited to: pipe laying procedures; earthwork; oil/water separator theory, practice, and operation; runoff concepts and characteristics; impervious surface characteristics; water hydraulics; erosion; and the use of tools, equipment, methods and materials for work activities; safe work practices; and ability to read engineered construction drawings, specifications and details.

Communication Skills: Ability to communicate effectively verbally and in writing; to represent the City in a professional manner, professionally furnish and obtain information to/from other departments, agencies, co-workers and other personnel; contact with other departments, agencies, contractors and developers requiring tact and judgment to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people.

Tool, Machine, Equipment Operation: Regular use of office equipment including a telephone, copy machine, computer, calculator, etc. Regular use of City vehicle, metal detector, utility line detector, level, canal gate operators and other miscellaneous equipment.

Analytical Ability: Ability to prioritize and organize one's own work plan; work well under pressure and impending deadlines; establish effective working relationships with employees, other agencies, and the public; work requires the exercise of independent judgment and discretion; work requires supervision.

VI. Working Conditions:

Physical Demands: Duties of job include both comfortable office environment and regular field work. Position requires frequent climbing, balancing, stooping, kneeling, and lifting of heavy objects such as manhole lids, storm drain inlets, grating, etc. Entry into confined spaces such as inlet boxes, storm drainage structures and facilities is required. Employee may sit or stand for long periods of time.

Work Environment: Potential exposure to hazardous materials, raw sewage, fuel oil, grease and biological hazards; may be exposed to some unpleasant odors. Some evening, night, and weekend work required with minimal notice. Frequent exposure to stressful situations as a result of human behavior, deadlines, and other demands of the position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____